

Fundraising and Donor Solicitation

Policy

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) not to fundraise, so as not to compete with Network Service Providers (NSPs) for limited resources. The solicitation of goods or services is limited to requests for donations to support network-sponsored events that focus on the work or achievements of subcontracted NSPs.

Purpose

This policy outlines the process followed by CFBHN to solicit monetary donations, or the donation of goods or services, when planning events or activities designed for the purpose of NSP acknowledgement or recognition.

Fundraising among CFBHN staff, for internal activities, is addressed in the *Social Committee* section in the Employee Handbook.

Procedure

1. The Director of Communications is charged with the oversight of the donor solicitation process, and the planning and coordination of NSP-centered events. This responsibility includes:
 - A. Identifying the donors(s) that will be approached for support, and the type of items(s) requested.
 - B. Direct communication with the donor, including the coordination of the drop-off, pick-up, or delivery of donated items.
 - C. Working with the donor to place a value on the donation.
 - D. Donor recognition and acknowledgment of the donated item(s) on:
 - 1) Event materials; and
 - 2) Formal letters of acknowledgement utilized for tax purposes and issued by the Finance Department.
 - E. Ensuring that the donation is utilized for the purpose intended by the donor.
2. Requested donations are limited to cash, items, or services utilized for activities or events that acknowledge, highlight, or recognize the work of organizations funded by CFBHN.
3. Donation documentation and record-keeping is managed by the Director of Communications and the CFBHN Finance Department.
4. The confidentiality of donors that request anonymity is respected by CFBHN. The Director of Communications is responsible for ensuring this type of request.
5. CFBHN does not utilize volunteers to solicit donations.

Fundraising and Donor Solicitation Approval:  Alan Davidson, President/Chief Executive Officer	Date Issued: <u>08/01/2018</u> Last Revision: <u>03/03/2022</u> Review Date: <u>04/23/2025</u>
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